Adjusted Wage and Contribution Reporting

Adjusted wage and contribution reporting is used to make corrections to previous quarter reporting errors to member accounts. There are two online methods for reporting wage and contribution adjustments. One method is to upload a formatted file online with the adjustment data on the file. The required format for the file data is published on our website under the adjusted wage and contribution link on your Employer Interactive page. The other method is to enter the adjustment data directly onto a template that has been created online. Instructions for both methods are covered in this document.

Note: When calculating the adjustment amounts to submit, only report the difference from what has already been reported to TRF. If $1000.00 was originally reported and it should have been $9,000.00 then the reported adjustment would be for $8,000.00.

Login Instructions

These are the instructions for the TRF Employer Interactive Web site. Access the TRF home page at http://www.in.gov/trf/.

1. On the right side of the page you will see many links under "Online Services". To access the Employer Interactive features, click on the **Employer Secure Login** link.

2. On the *Login Page*, enter your **Employer Email Address** (user name) and **Employer Password**. *Note: Consider bookmarking this page for quicker access in the future.* Your **Employer Email Address** is your full e-mail address. Initially, your **Employer Password** is also your e-mail address up to 20 characters. The Employer Password is case-sensitive and has been created with all lowercase letters. For the Employer Password, if your e-mail address is longer than 20 characters, enter the first 20 characters and click the **Login** button. The Employer Information page displays (Figure 2).

> The **Employer Password** field is limited to 20 characters and does not accept more than 20 characters.
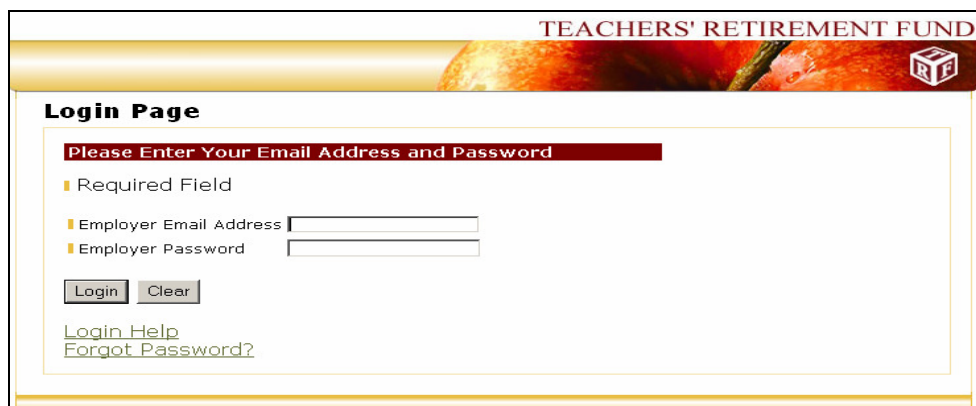

Figure 1 – Login Page

Note: The first time you log in, you will be required to change your password. For information on password restrictions, click the **Login Help** link.

Once you log in and change your password, you will be linked to your Employer Information page (figure 2). On your Employer Information page, all of your designated access rights, including Adjusted Wage and Contribution, will be listed on the left side. Select *Adjusted Wage and Contribution* and the two reporting options, **Upload Adjusted File** and **Enter Adjusted Report** will drop down and appear on the page.

Figure 2 – Employer Information Page

Upload Adjustment File

If the adjustment has been created in the required electronic format select the **Upload Adjusted File** option to access the Upload Adjusted File page (Figure 3). The required format for submitting an adjusted file can be found by clicking on the **Required Adjusted File Format (pdf file)** link directly below the **Enter Adjusted Report** link on the left hand side.

Figure 3 – Upload Adjusted File Page

Select the quarter end date that needs to be adjusted from the drop down arrow underneath "Quarter Ending". Then, type the year that you are submitting the adjustment for in the box underneath "Year". To upload, or submit your file, follow the instructions listed at the bottom of the Upload Adjusted File page. Once the "upload file" button is selected the validation of data process begins. The Validation of Data process is described later in this document following the instructions to Enter Adjusted Report.

Enter Adjusted Report

If you are unable to create your adjustment report in the electronic format required for the Upload Adjusted File process, the Enter Adjusted Report option will allow you to manually enter the adjustment information. On the Employer Information Page (Figure 2), select the **Enter Adjusted Report** option and the Enter Adjusted Paper Report page (Figures 4 and 5) will display. To enter the adjustment data and submit your information, follow the instructions at the top of the page.

Note: If, for any reason the data that you are submitting has errors that cannot be corrected and resubmitted, the member(s) on the report should be deleted. Any member data that has not been corrected, resubmitted and accepted will remain on the report until it is deleted.

Figure 4 – Enter Adjusted Paper Report (top section of page)

Figure 5 – Enter Adjusted Report Page (bottom section of page)

There is a scroll bar (circled in red) within the webpage on the report template where you enter the adjustment details. You can use this scroll bar to move to the right to see the other wage and contribution report fields or you can strike the Tab button on your keyboard to move the cursor from cell to cell while entering the data and it will automatically move the template to the right when you reach the edge of the viewable page When you return to complete entering the data or make corrections to an existing adjustment report, enter the quarter end date and click the Display button to repopulate your saved data onto the template.

Validation of data

Once the file is uploaded, or the report is submitted, the validation of data starts. There are two types of validations that are run against the data; preliminary validations and regular validations. Preliminary validations are run first and display error messages that must be corrected before the information can be transmitted to TRF. Preliminary validation errors (Figure 6) appear immediately on the webpage after you select 'submit' or 'upload' depending on your method of submission. Regular validations begin once preliminary validations pass without error.
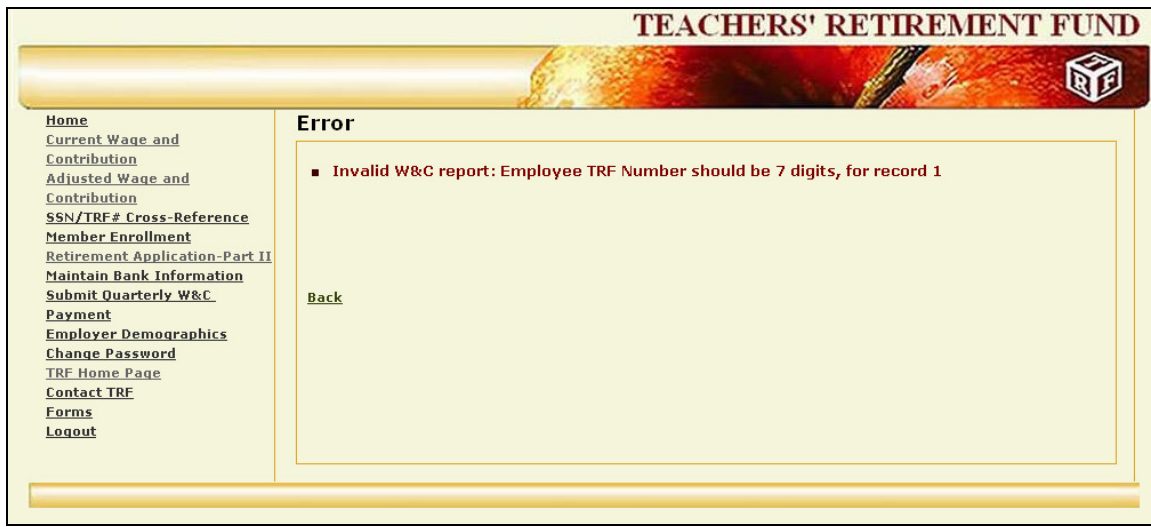
Figure 6 – Preliminary Validation Example Displayed on Webpage

Once your submission passes preliminary validations, regular validations will begin and you will see the Submission Status Page (Figure 7).
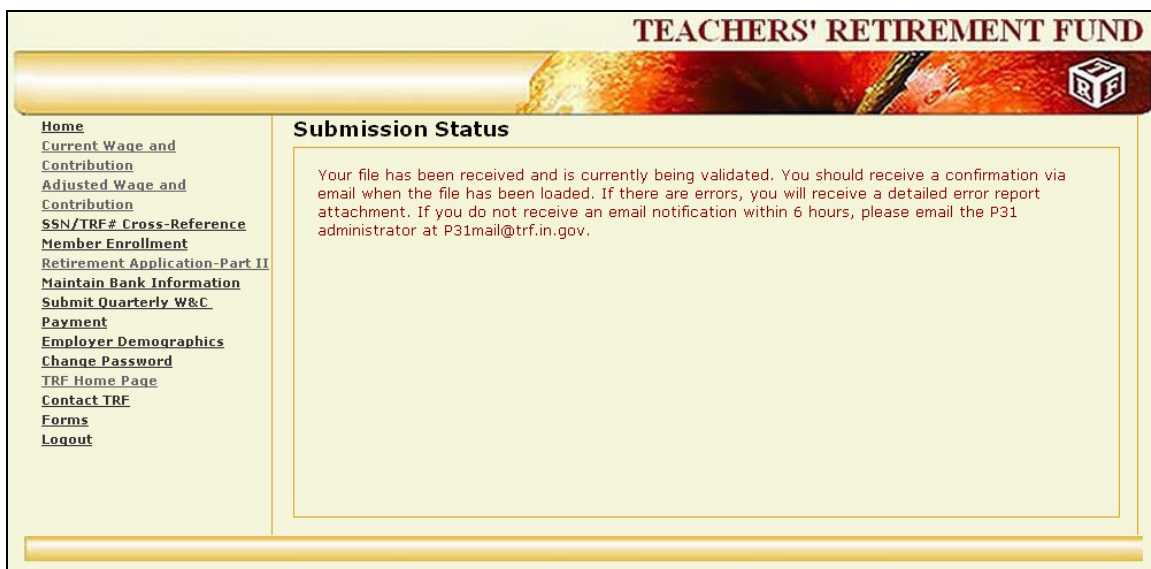
Figure 7 – Submission Status Page

At this point your data is being validated and once validations are complete an email notification is will be sent to the user that logged in. The user will receive one of two possible email notifications:

1. Error Report (figure 8) – if errors were found on your report you will received the error report notification with an error report attached. This indicates that your information has been rejected and will not be accepted by TRF. You are required to correct all errors identified in the error report (figure 9) and resubmit your data.

2. Accepted Notification (figure 10) – if no errors were found you will receive an email with text only and no attachments. The accepted notification will show your file/report totals and is an indication that your information has been received by TRF. Please verify that the report totals are correct and send payment.

Figure 8 – Email Notification with Error Report Attached

Figure 9 – Error Report

From: autoreply@trf.in.gov

To: TRF P31 Administrator

Cc:

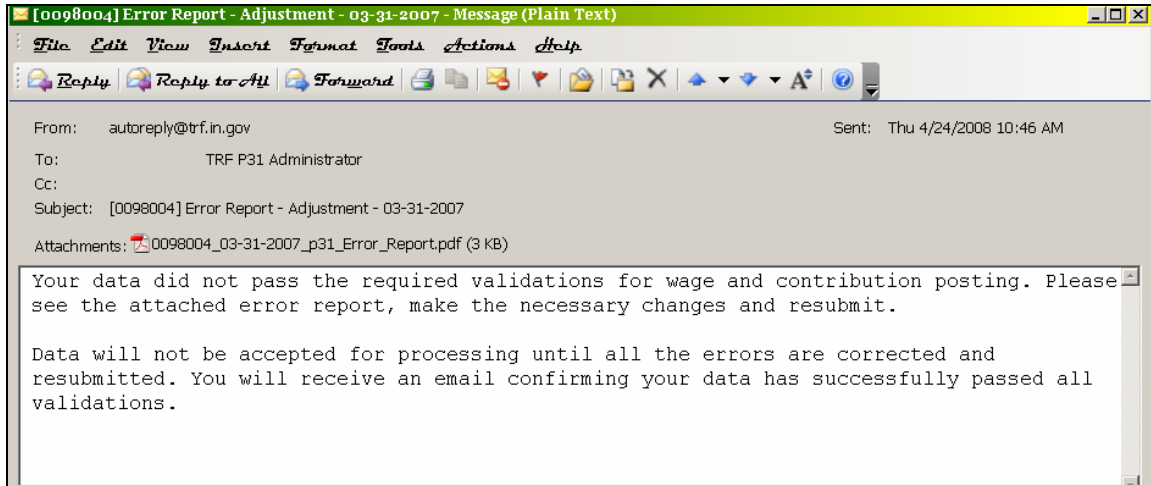Subject: 8008] Data Accepted Confirmation - Adjustment - 06-30-2007

```
Your data has successfully passed all validations. The sum of individual totals (actual) are

Total Wages                            $4,610.60
Mandatory Post-Tax Contributions @ 3%  $0.00
Mandatory Pre-Tax Contributions @ 3%   $138.32
Total Mandatory Contributions          $138.32
Employee Voluntary Post-Tax Cont.      $0.00
Employee Voluntary Pre-Tax Cont.       $12.47
Total Voluntary Contributions          $12.47
Employer Share (ERP) @ 7.0%            $0.00
FSP Wages                              $0.00
FSP Contributions @ 7.0%               $0.00
Total Teachers                         2
Total Service Days                     0



Total payment required :

Total Mandatory Contributions    $138.32
Total Voluntary Contributions    $12.47
Total Employer Share             $0.00
Total FSP Contributions          $0.00
Total Payment                    $150.79
```
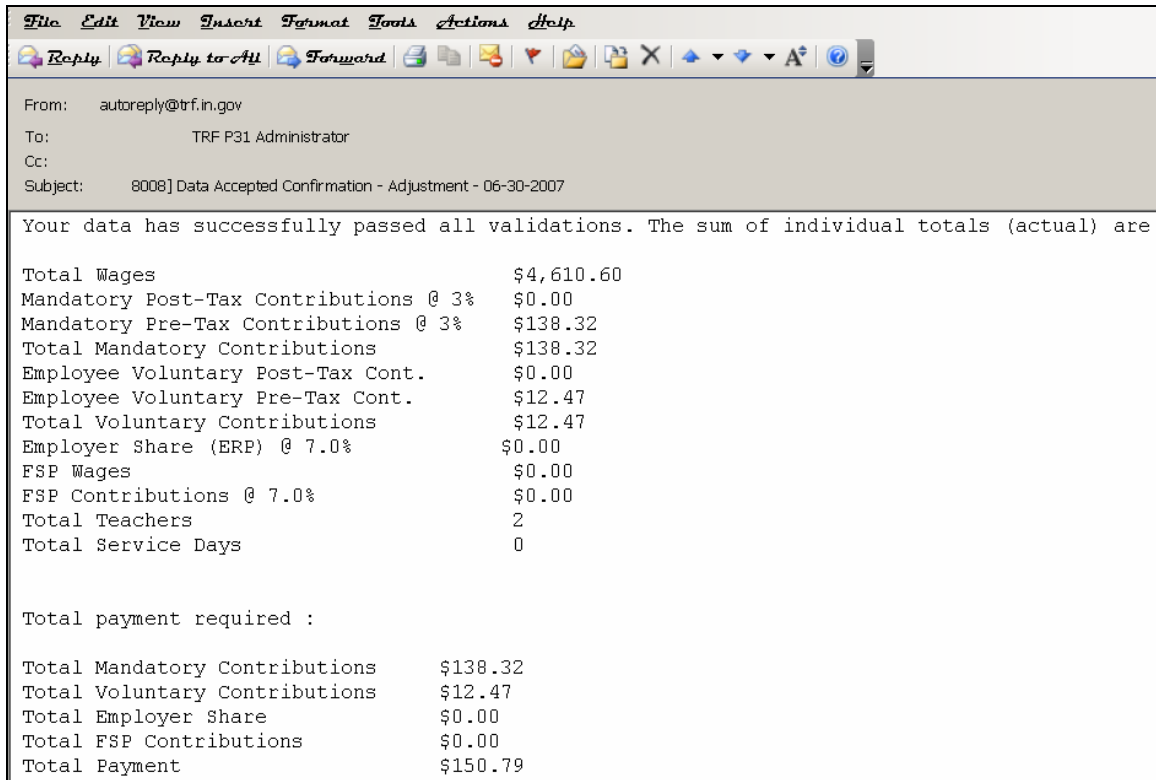
Figure 10 – Accepted Notification

Once your file is accepted and you receive an email as shown in Figure 10, your information has been received by TRF and the adjustment(s) will be completed once payment is received.